

ADDENDUM NO. 1

**CITY HALL HVAC PROJECT
CITY PROJECT NO. 20-BLDG-03**

SEPTEMBER 2, 2020

TO ALL MANDATORY PRE-BID MEETING ATTENDEES:

Clarifications/Questions from Contractors.

The following addresses questions and offers clarifications for the project referenced above received by the City from Contractors who attended the mandatory pre-bid meeting and the information below will be incorporated into the project per this Addendum.

DUE TO A SERVER ISSUE, THE PROJECT PLANS AND SPECIFICATIONS WERE NOT AVAILABLE ON THE CITY'S WEBSITE FROM AUGUST 26, 2020 THROUGH SEPTEMBER 1, 2020. THE PROJECT PLANS AND SPECS ARE POSTED ON THE CITY'S WEBSITE AS OF THIS ADDENDUM. THEREFORE, THE FOLLOWING ADDRESSES A NEW MANDATORY PRE-BID MEETING, SUBSTITUTIONS DEADLINES AND NEW BID DATE.

1. BID PROCEDURE MODIFICATION:

THE FOLLOWING REPLACES THE DIRECTIONS PROVIDED IN THE NOTICE INVITING BIDS FOR THE DELIVERY OF SEALED PROPOSALS;

NOTICE INVITING BIDS: Sealed proposals will be received at the office of the City Engineer, Community Services Office, La Palma, California, until **11:00 AM on Tuesday, September 22, 2020** for furnishing of all labor, materials and equipment for **CITY HALL HVAC PROJECT, City Project No. 20-BLDG-03** (the "Project").

The Bids shall be submitted to the City Engineer, City of La Palma, 7821 Walker Street, La Palma, California 90623-1771, in a sealed envelope plainly marked on the outside **"BID: for CITY HALL HVAC PROJECT, City Project No. 20-BLDG-03, to be opened on Tuesday, September 22, 2020 at 11:00 AM."** The proposals will be publicly opened and read aloud in the office of the City Engineer at the aforementioned time on the aforementioned date. Any proposals received after the aforementioned time on the aforementioned date shall be returned unopened.

DESCRIPTION OF WORK: The work includes the removal of the existing "T" ceiling panels and interfering "T" bar grids, removal of old insulation and debris in the air space, removal of existing duct work, removal of existing HVAC and exhaust fans from the roof mechanical enclosure, install new fresh air handler and duct work, install VRF roof units and associated hot/cold lines to office condenser/compressor units in "T" bar grid, install ceiling mounted fan coil units and duct work, all associated structural roof mounted equipment platforms, construct and install all associated electrical, plumbing and mechanical equipment to complete the HVAC system, construct a Hot Mop-three layer roof in the roof mechanical equipment enclosure and install R-30 spray foam insulation on the underside to the existing roof structure; per the contract plans and specifications.

All Contractors shall be certified to install the VRF Type system and the bidders shall submit certifications for the firm and employees as part of the bid submittal.

MANDATORY PRE-BID – JOB WALK, MEETING Attendance at pre-bid – job walk meeting is MANDATORY and will be held on TUESDAY, SEPTEMBER 8, 2020 at 10:00 AM at the City of La Palma,

Community Services Offices, 7821 Walker Street, La Palma, California 90623.1771. All contractors are required to have a representative attend and sign in at the pre-bid meeting. Failure to comply with this attendance and sign in requirements will result in the Contactor's proposal being found non-responsive to the required procedures.

SUBSTITUTIONS: Contractors requesting to offer substitutions shall provide all product substitutions by September 15, 2020, approximately ten (10) days prior to bid for consideration by the City prior to Bid. Substitutions will not be considered by the City after September 15, 2020.

COMPLETION OF WORK: The Project is divided into two (2) phases; Procurement Phase (PH-1) and Construction Phase (PH-2).

PH-1, Procurement Phase: The City is scheduling the award of contract for October 6, 2020. On October 7, 2020, the City will issue the Notice to Proceed for the Procurement Phase of the specified equipment with **subsequent delivery of all equipment by December 18, 2020 to the City Yard.** Failure to complete the procurement phase within the time frame and specified delivery date set forth herein will result in the imposition of liquidated damages for each day of delay, in the amount set forth in the Section 39 of the General Provisions.

PH-2, Construction Phase: The City will issue a Notice to Proceed for the Construction Phase, effective February 1, 2021 and the project shall be completed with "Ninety" (90) consecutive working days (Monday – Friday) beginning on February 1, as stipulated in the written Notice to Proceed issued by the City Engineer. Failure to complete the Work within the time set forth herein will result in the imposition of liquidated damages for each day of delay, in the amount set forth in Section 39 of the General Provisions.

The work shall be coordinated with the City's City Hall Electrical Improvements and Restroom Rehabilitation Projects. This coordination mitigates impacts to the City operations.

Please sign below and attach this "ACKNOWLEDGMENT OF RECEIPT", Addendum No. 1 with the Bid submittal documents. **Failure to submit the signed Addendum No. 1 Acknowledgement will render the contractor's bid as non-responsive.** Thank you for your cooperation.

Sincerely,



Douglas Benash, P.E
City Engineer

ACKNOWLEDGMENT OF RECEIPT: Addendum No. 1

Company Name

Date

By _____
Signature